

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: February 20, 2002

PERSONNEL LETTER # 02-006
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **ELIMINATION OF TURNAROUND PPT DOCUMENTS**

This is a follow-up to Personnel Letter 01-020. Effective February 19, 2002 the State Controller's Office will stop producing turnaround PPT documents, Form STD. 456. The following processing changes will be necessary to accommodate this change.

1. PPT transactions that must be submitted to PPSD for processing should continue to be documented on the turnaround PPT if one is available. Otherwise, use the Padded PPT, Form STD. 456-A, or the unmodified PPT's produced via CIRS reports "PPTEH" or "PPTAC" (the form produced from the common library - see E-Mail from Chancellor's Office dated 02/14/02). Transactions that are decentrally keyed at the campus may be documented on any campus generated form or report as long as there is an authorized signature on the document.
2. When submitting documents to PPSD for processing, please note on the document the reason it could not be processed at the campus. If an audit message was received, note the message number on or attach a copy of the message to the document.
3. Use the on-line Employment History System or CIRS reports to obtain the most current data to update an employee's record and to verify that the update was correctly key entered. If an employee has additional positions at other campuses or civil service departments, assess the impact to the other positions and notify the other campuses/departments as needed.
4. Employees who are concurrently employed by other campuses/departments should be instructed to notify all campuses/departments of employment history actions that could affect their other positions (i.e., retirement change).
5. Maintain the signed copy of the document used for processing PPT transactions in the employee's file for audit purposes.

As currently done, Employment History mass update actions will be announced via a Chancellor's Office Technical Letter or Controller's Office Personnel Letter. For an action taken on an individual employee, a Form PSD40, Personnel Transaction Irregularity Notice, will be sent to the campus.

If you have any questions regarding this Personnel Letter, please contact your CSU Audits' Representative. For questions on CIRS reports, please contact the HR-ISA CIRS hotline at (916) 323-5694.

RZ::JLD:PMAB